

## Phoenix Program Process Definition – Accounts Payable

Process	<b><i>Approve a Vendor</i></b>
Process Number	<b><i>AP-003</i></b>

### ***Description of Process***

The vendor approval process allows Financial System Solutions Security/Tables Group to update vendor status from “unapproved” to “approved” so that the vendor can be used by Purchasing and Accounts Payable. Users are permitted to add vendor information in PeopleSoft in an “unapproved” status.

### ***Input to Process***

User entry of unapproved vendors.

### ***Output of Process***

Approved or Inactivated Vendor.

### ***Service Level Agreement Required? (if yes, provide a brief description)***

Financial System Solutions Security/Tables Group will research and approve vendor by the end of the next business day.

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
<b>Use</b>	Administer Procurement – Maintain Vendors – Use - <b>Vendor Information</b>
<b>Reports</b> – Custom	Vendor Book – Alphabetic Sort by Long Name
	Vendor Book – Numeric Sort by Vendor ID [SAR0567] Post Production
<b>Process</b>	Vendor Approval

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### ***Business Process Description***

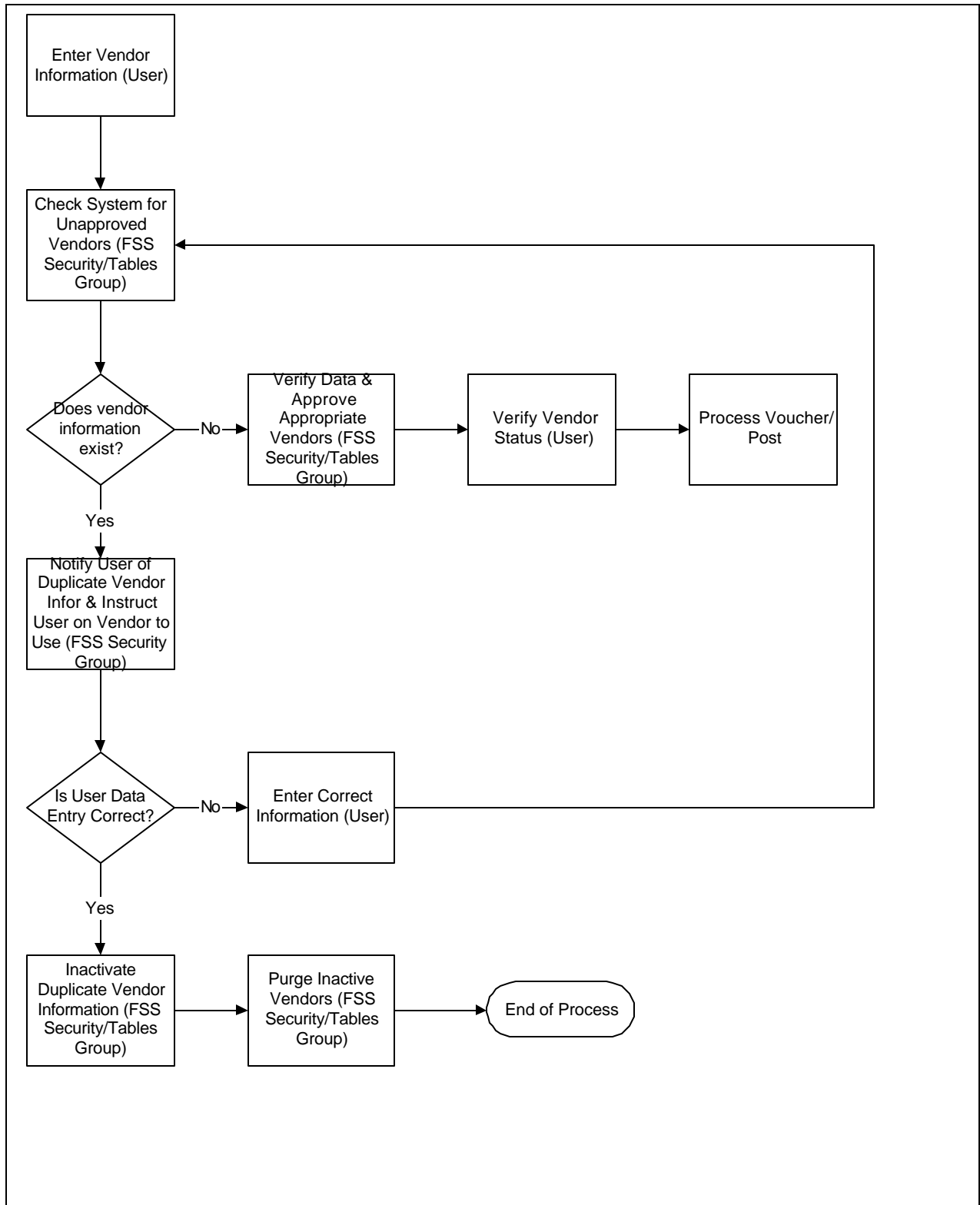
<b>Process Description</b>	<b>Responsibility (Agency/Centralized)</b>
<b><u>Step 1: Enter Vendor Information</u></b> Agency users will enter vendors into PeopleSoft system in an “unapproved” status.	Agency
<b><u>Step 2: Check for Unapproved Vendor</u></b> Financial System Solutions Security/Tables Group will inquire in the system several times a day to find any unapproved vendor information entered by users.	Financial System Solutions Security/Tables Group
<b><u>Step 3: Verify Vendor Information</u></b> Verify that the data entered does not already exist in the system. This is necessary to reduce the number of duplicate vendors and to maintain a “clean” vendor file.	Financial System Solutions Security/Tables Group
<b><u>Step 4: Approve Vendors</u></b> Change vendor status to approved.	Financial System Solutions Security/Tables Group
<b><u>Step 5: Notify User of Errors/Inactivate Vendor</u></b> Contact the users if any errors or duplications exist for the new vendor and inform user of correct Vendor ID to use. Duplicate vendor information will be assigned an "inactive" status.	Financial System Solutions Security/Tables Group
<b><u>Step 6: Notify User of Approved Vendors</u></b> Agency users should check for an “approved” vendor status on the Identifying Information panel at the end of the day following their vendor data entry. Vouchers can now be processed for vendors with an “approved” status.	Agency
<b><u>Step 7: Request Vendor Book Report</u></b> These reports list current active vendors alphabetically and by Vendor ID. Vendor Book – Alphabetic Sort by Long Name and Vendor Book – Numeric Sort by Vendor ID.	Agency

### ***Forms Used with Process***

N/A

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### Process Flow Diagram (if appropriate):



**Phoenix Program**  
**Process Definition – Accounts Payable**

**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-03-99
Charmane Miller	THG Project Lead			03-05-99
Mindy Byram	Design Analyst			03-05-99